

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

<u>POSTING NUMBER:</u>	HR-0144	<u>ISSUE DATE:</u>	October 21, 2013
<u>TITLE:</u>	CONTRACT ADMINISTRATOR 2	<u>CLOSING DATE:</u>	November 4, 2013
<u>DIVISION/UNIT:</u>	HOUSING & COMMUNITY RESOURCES DIRECTOR'S OFFICE		
<u>LOCATION:</u>	101 S. Broad Street Trenton, New Jersey	<u>SALARY RANGE:</u>	P26 / \$63,564.71 - \$90,429.35
<u>POSITION(S):</u>	1	<u>DISTRIBUTION:</u>	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:
Under the general supervision of a supervisory official, administers and exercises review and/or approval authority over various contracts and/or grants; provides technical assistance in contract and/or grant preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract and/or grant administration; and/or processes contracts for multiple divisions, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.

REQUIREMENTS

EDUCATION:
Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:
Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.)

LICENSE:
Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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| <input type="checkbox"/> | A promotable eligible exist within the unit scope. |
| <input checked="" type="checkbox"/> | A promotional or open competitive list exists. |
| <input type="checkbox"/> | Depending upon the qualifications of applicants, appointment may be made at a lower level. |

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0144
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.
NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.